

TAC MEETING MINUTES

TECHNICAL ADVISORY COUNCIL A Subcommittee of the Commission on Technology

Friday, October 7, 2011
10:00 AM - 1:30 PM

ARIZONA SUPREME COURT
Administrative Office of the Courts
1501 W. Washington
Phoenix, AZ 85007

Conference Room 230

MEMBERS PRESENT

Steve Ballance
Karl Heckart, Chair
Jennifer Gilbertson
Randy Kennedy
Cary Meister
Jared Nishimoto
Eloise Price
Rick Rager
Kyle Rimel

GUESTS

John Barrett, *Maricopa Superior Court*
Charles Drake, *PCCJC*
Nick Felber*, *Yuma Superior Court*
Rona Newton, *Pima Juvenile Court*
Jim Putz-Artrup, *La Paz Superior Court*
Sharon Yates, *Coconino Superior Court*

MEMBERS ABSENT

Mohyeddin Abdulaziz
Ron Bitterli
Jeremiah Matthews

AOC STAFF

Richard Blair, *ITD*
Stewart Bruner, *ITD*
Ridge Franks, *ITD*
Nat Mara, *ITD*
Melissa Hinojosa, *ITD*
Steven Scales, *ITD*
Jethro Sheridan, *ITD*
Gene Stout, *ITD*

* indicates appeared via telephone

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WELCOME, INTRODUCTIONS, AND OPENING REMARKS

Karl Heckart

Karl Heckart, chair of the Technical Advisory Council (TAC), called the meeting to order just after 10:00 a.m. after staff confirmed that a quorum existed.

Karl requested discussion or a motion regarding the minutes of the August 5th TAC meeting.

MOTION

A motion was made and seconded to accept the minutes of the August 5, 2011, TAC meeting. The motion passed unanimously.

UPDATE

ANNUAL COUNTY CIO MEETING

Karl Heckart

Karl reminded members that he had agreed to hold meetings with county CIOs to share priorities and pain points. This year's meeting has been scheduled for October 25. He previewed some anticipated topics of conversation including network cost savings and unified communications systems being implemented in a few counties. Karl promised to provide feedback from the CIO meeting at the December TAC meeting.

UPDATE

KEY PROJECT UPDATES

Karl Heckart

Karl previewed his discussion with COT members about project interrelationships and setting more specific priorities in the wake of CACC's call to project managers to improve their communication and collaboration. Members shared their continued frustration with being pulled in multiple directions, caught between local priorities and statewide priorities. Members also provided input for Karl about solutions that could be proposed to COT. Karl then provided updates on the progress of certain state-level initiatives, including:

- AZTurboCourt – Maricopa civil subsequent filings are now above 1000 per day. A meeting was held with the Creditors' Bar to discuss their fears as MCJC prepares to come online. Investigation of a PayPal alternative continues. Pima civil filing soft launch is now scheduled for late November.
- General Jurisdiction and Limited Jurisdiction AJACS – Karl previewed numerous functions planned to arrive in various upcoming releases through 3.10 as AmCad pursues a two-releases-per-year strategy. Discussions on data conversion strategy continue. Members raised concerns about the scope of AJACS reporting efforts being completed. Electronic payment functionality will be built into AJACS as part of Mesa's large volume requirements. Members discussed cost issues with processing pre-adjudication payments under the ACS FARE contract and explained why they had selected various other vendors.
- Probation Automation – The Pima go-live date remains February 21, 2012. APETS porting from Informix to SQL is on track for early 2012.
- e-Citation –DPS may be softening on their policy of giving out TraCS to local law enforcement with no central support mechanism.
- Statewide Warrant Processing – The consultant's recommendation is making its way to stakeholders to review. Again, DPS seems to be softening on some constraints that have traditionally been in place for sharing criminal data.

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- Network Issues – GovNet, the contracted provider of SACNet connecting county seats throughout the state, may be running out of steam as grant funds dry up. Some question exists about how the state’s new AZNET II contract will affect a statewide approach to networking.

UPDATE

ROUNDTABLE: REPORTS FROM CTC2011

Various

In response to Karl’s question about what looked really interesting at CTC2011, various members shared the following items:

- A higher quality Cisco solution to replace Polycom for videoconferencing;
- Avaya’s virtual presence platform built on Unreal Gaming Technology;
- Affordable, touch sensitive, large screen monitors for self-service in the courthouse lobby;
- RFID tags for exhibit tracking; and
- Interfaces for judges to documents and case data. This was big topic of conversation, particularly the proper role of the judge o. the bench in data entry functions.

REVIEW/ DISCUSS

PROGRESS OF e-CITATION SPECIFICATION CHANGES FOR TRACS

Ridge Franks

Ridge Franks, AOC’s e-citation specialist, announced that DPS has now implemented AZTraCS in all its patrol cars across the state. AZTraCS e-citations have been successfully tested and a print facility now exists for use by courts. Ridge’s goal is to roll out two counties per month into production and handed out a preliminary schedule. Charles Drake shared a best practice of foldering the citations to speed printing.

REVIEW / APPROVE

FY12 ARCHITECTURE TARGETS UPDATE

Steven Scales

Steven Scales, Architecture Manager at the AOC, asked what issues prevented approval of the proposed revisions to the table of architectural standards. Discussion focused on whether limitations on secure ftp were warranted. Changes will be made to the “ad hoc file transfer” row. Windows 8 will be added to the watchlist column and a new category added for mobile operating systems. Likewise, a new heading will be added for Software as a Service (SaaS), but no specific targets will be set in this update cycle.

Stewart brought up tapeless backup operations in courts, necessary to be resolved before AJC considers revisions to ACJA 1-507 being made by Jennifer Greene of AOC Legal Services. Members described their local backup and recovery solutions in comparison to the document’s current requirements for open records. Consensus clearly existed for removing the requirement for the tertiary copy to be maintained exclusively on tape, but no consensus was reached for the controls that need to exist for disk used to store the tertiary copy. Members discussed protections against disasters as well as protections against data corruption with real-time backups. Karl argued that tape brings certain safeguards to the backup process that disk doesn’t and that for tape to be removed some controls must be added for the non-tape media. After much discussion about sending the appropriate message to less informed courts, and with some dissention remaining, the words “highly secured backup media (disconnectable from the

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network)” will replace the word “tape” with requirements for weekly full backups and daily incremental backups being required over a 28 day period, minimum. Stewart will revise the document for consideration by COT.

UPDATE

CENTRAL DOCUMENT REPOSITORY

Nat Mara
Jethro Sheridan

Nat Mara, Packaged Software Solutions Specialist at AOC ITD, reviewed the ground rules that must be adhered to for the central document repository (CDR) to function as designed. He outlined the activities and timing involved in the OnBase 9.2 upgrade process and related security synchronization effort. Like last meeting, he requested that local administrators notify him of the types of documents and the estimated numbers that the local clerk is expecting to replicate to the CDR. Nat also mentioned the varying interpretations of the retention schedules regarding destruction of documents at their end of their required retention. He stated that CDR size is based on courts deleting electronic records at the end of their required life, but clerks outside Maricopa appear reticent to ever delete anything.

Members asked whether OSAM has agreed to let Jethro complete installation and configuration for the document transfer module in production. No definitive answer has yet been given, but those desiring to have Jethro’s help need to let him know (jsheridan@courts.az.gov) so he can plan accordingly.

REVIEW/ DISCUSS

TECHNICAL STANDARDS RELATED TO e-FILING

Stewart Bruner

Due to the lateness of the hour, staff member Stewart Bruner, reminded members that the meeting packet contains printouts of the documents highlighting changes made since the previous TAC meeting as a result of comments collected at various committee meetings. He will continue to collect comments and concerns from members via e-mail in advance of the Arizona Judicial Council meeting in December.

CALL TO THE PUBLIC

Karl Heckart

After hearing no further discussion from members or the public, Karl adjourned the meeting at 2:05 p.m.

Upcoming Meetings:

December 2, 2011	AOC – Conference Room 230
February 3, 2012	AOC – Conference Room 230

MEETING ADJOURNED

2:05 PM